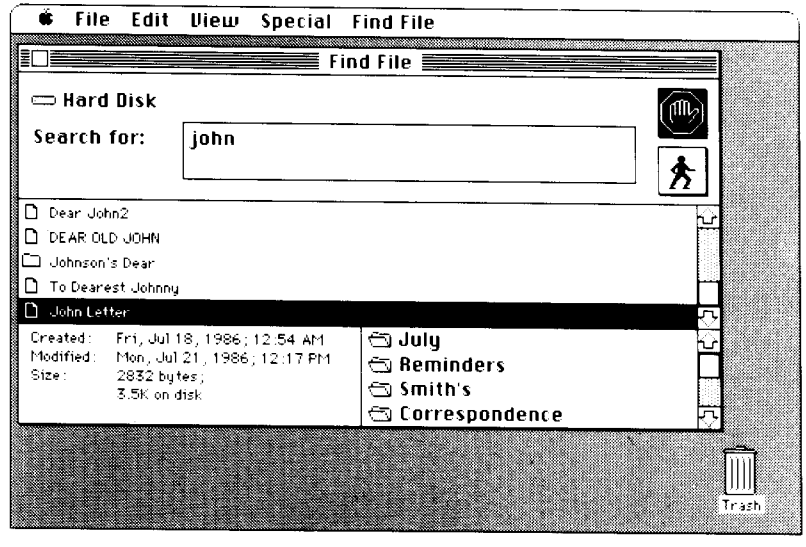
Macintosh™ Hard Disk 20SC Update

Find File
Disk First Aid



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Preface

About This Manual

This manual update accompanies the *Hard Disk 20SC* manual and describes Find File and Disk First Aid, two utility programs designed to make it easier to use your Macintosh with your 20-megabyte hard disk. Find File is a desk accessory that helps you search for and open files. Disk First Aid examines and repairs damaged disks. Please note that Disk First Aid works best if you set up a disk with Disk First Aid as the startup application before you need to use the program.

Both Find File and Disk First Aid are found in the Utility Folder of your *Hard Disk 20SC Installation* disk.

Chapter 1

Find File

An introduction to Find File

Find File is a Macintosh desk accessory that helps you locate files on your disks. When you use the hierarchical file system to store a large number of files—including documents, applications, folders, system files, and accessories—you may find it difficult to recall what you've named your documents or where you've placed your files.

You can call upon Find File to search for a file by specifying the entire filename, a keyword found in the name, or a string of characters contained in the name.

To help identify the proper file, you can instruct Find File to display essential information about any item found in a search. To help you use the file or document, Find File also shows the hierarchical chain of folders indicating where it is stored on the disk. You can also use Find File as a shortcut to open a specific document while you're in an application.

You can use Find File to search within specified folders or on other disks. And you can conduct searches "in the background." That is, Find File can continue a long search even while you are working in an application.

Installing Find File

If Find File appears as a desk accessory on the Apple menu at the upper-left corner of your screen, then it is already installed. If not, copy a version of a System file that contains Find File onto your startup disk. Or, install Find File with the desk accessory option of Font/DA Mover. Font/DA Mover is included on the *System Tools* disk and is described in your Macintosh owner's guide.

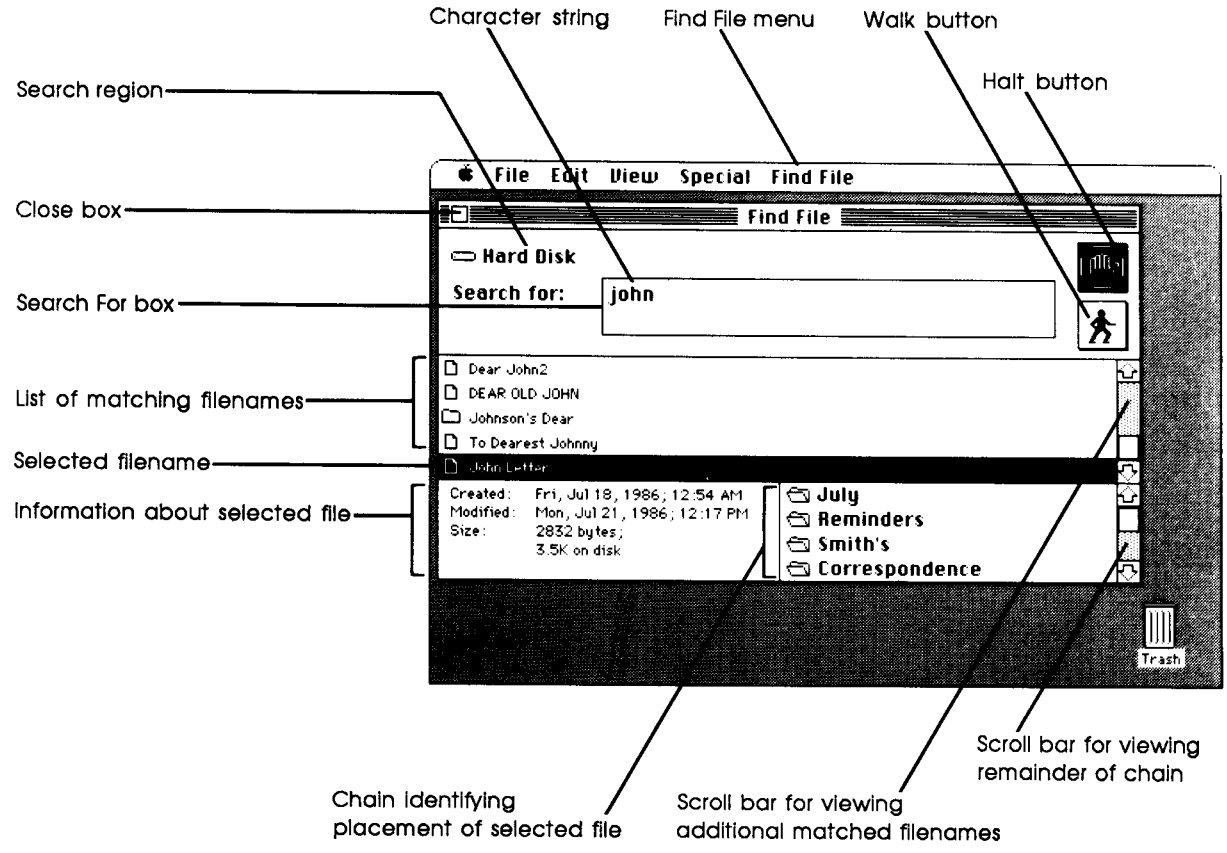
Searching for files and documents

You can search for files while using you are using the Finder or an application.

1. **Choose Find File from the Apple menu.**

   The Find File window appears on the screen, with the insertion point blinking in the Search For box.

   The Find File menu appears at the right side of the menu bar.



Features of Find File

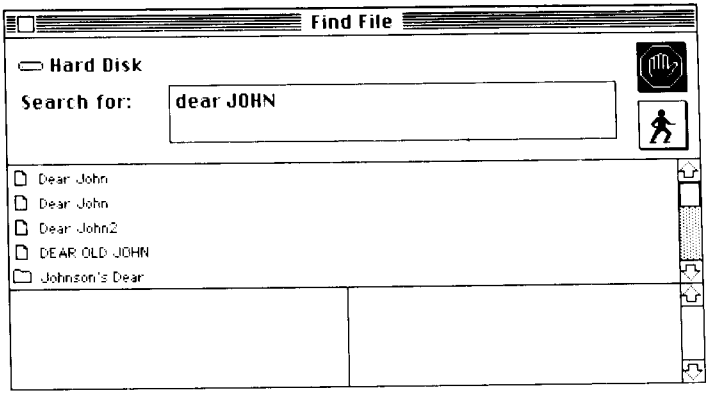
The region to be searched—a disk or folder—is shown in the upper-left corner, just below the close box. In this case, the search region is `Hard Disk`.

2. To search, type any string of characters.

Find File attempts to match any string of characters that you type—letters, digits, or other keyboard symbols—with one or more filenames. (If you're familiar with MacWrite, Find File works like the Partial Word option of the MacWrite Search commands.)

When it searches, Find File makes no distinction between uppercase and lowercase letters, and it searches for a character string regardless of where it appears in a filename.

Find File's Search function interprets a space to mean "and." That is, each word is treated as a separate character string. For example, if you type Dear John, it looks for any filename containing both "Dear" and "John," such as Dear John, Dear Old John, or Johnson's Dear. On the other hand, it does not look for To John or Dear Steve.



Matching Dear John with Find File

❖ *User's Tip:* Avoid including articles (a, and, the) and small prepositions (such as to, for, of) in your search strings. If you specify To John, for example, Find File does not locate the file named Letter For John.

You can modify any character string by moving the insertion point, by backspacing to erase, or by selecting any character or characters in the normal Macintosh editing fashion.

3. **To start a search, click the "walk" button on the right side of the Find File window.**

   You can press Return as a shortcut.

4. **To end a search, click the "halt" button.**

   Once you have ended a search, you can't continue where you left off. (Clicking walk again restarts the search at the beginning.)

You can type new search strings and begin a search whenever the Find File window is displayed *unless a search is already in progress.*

As Find File locates files matching the Search For character strings, it lists them along the left side of the window. Next to each filename, it also displays a small icon identifying the file as a document or system file, an application, or a folder.

Should it find more than five matching filenames, Find File activates a scroll bar at the right side of the window so you can scroll other matching filenames into view. Find File also displays filenames more than once if they appear in more than one folder. See the Dear John example on page 4.

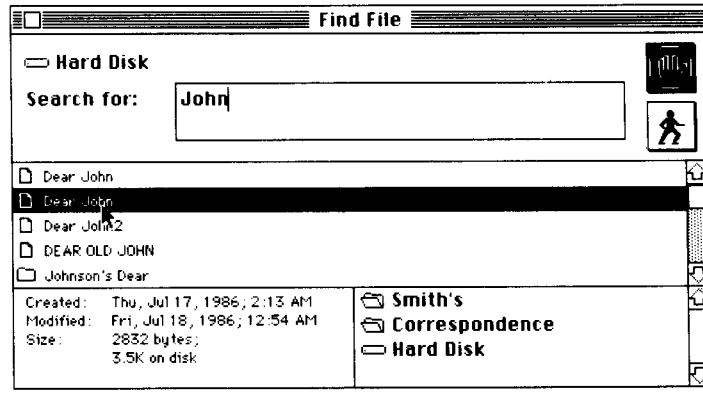
Searching a disk containing hundreds of files can take some time. To tell you that a search is over, Find File sounds a tone or, if your Speaker Volume is set at zero, the menu bar blinks once. To make sure that you get the message, keep your speaker volume at an audible level.

Getting information

You can display information about a file by clicking the filename in the Find File window.

In the lower-left portion of the window, Find File displays the date and time the file was created, when it was last modified, and its size. This information may help you determine whether the listed file is the file that you are looking for.

In the lower-right corner of the window, it displays the chain of folders that must be followed to get to the file. If a file is nested more than four folders deep, Find File activates a scroll bar at the right side of the window to let you view the remaining folders.



Selecting a listed file to display information

Operating in the background

Since a search can take several minutes, Find File has been designed to save you time by continuing to search for files in the background—while you're working within an application. To search in the background, follow these steps.

1. **Start work in an application.**
2. **Choose Find File from the Apple Menu.**

   The Find File window appears in front of your work, and the Find File menu appears on the menu bar.
3. **To start a search, first type a character string, and then click the walk button.**

   Find File displays matching filenames as they are found.
4. **Click the active application window to return to the application you are using.**

Warning Do not click Find File's close box if you wish to run Find File in the background. Doing so immediately halts any search that is already in progress.

With most applications you can write, calculate, or carry out other operations while the search continues. However, a few applications (such as MacPaint) do not allow you to return to your work without closing Find File; others (such as MacDraw) automatically close Find File whenever you click the application window.

Find File notifies you that its search is over by sounding a tone.

5. **Reopen the Find File window by choosing Find File on the Apple menu.**

   Filenames matching the character strings that you typed in the Search For box are now displayed. You can display file information and record it for future reference and, if you wish, you can click the application window to continue your work.

Searching specific folders

If you anticipate that searching your entire disk will take too long, you can specify that Find File search only a portion of the disk. Follow these steps.

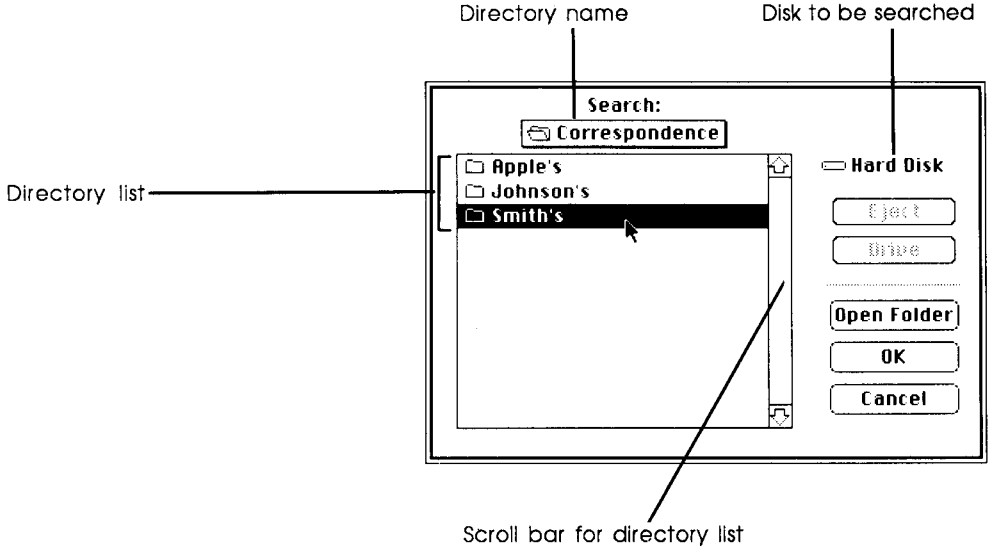
1. **Open Find File.**
2. **Choose the Search Here command from the Find File menu.**

   As a shortcut, you can press ⌘-H.

   Find File presents a dialog box with a directory name at the top. The directory list on the left shows the folders contained in that directory. At the outset your disk name is shown as the directory.
3. **To move away from the disk directory level, click the folder you wish to search; then click Open Folder.**

   As a shortcut, you can double-click the line containing the folder. The selected folder appears as the directory name at the top of the window.

   You can continue by opening a folder within that folder, but usually there is little reason to repeat the process. You are only specifying a region to search.

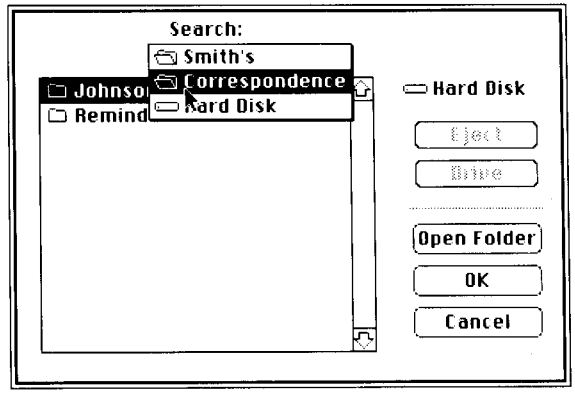


Sample Search Here window

4. **To move back toward the disk directory, press on the directory name and drag.**

   The chain of folders leading to your disk, as well as the name of the disk itself, is shown.

   The folder (or disk) which is highlighted when you release the mouse button becomes the new directory name. Folders directly nested within that folder (disk) are now displayed as the directory list.



Moving toward the disk directory in the Search Here window

5. **To specify the directory name as the search region, click OK.**

   This returns you to the main Find File window. The directory name appears as the search region in the upper-left corner. (As a shortcut, you can press the Return key.)

❖ *Note:* Whenever you close and reopen Find File, your startup disk is automatically indicated as the search region.

6. **Initiate a search.**

   If you typed in a character string before choosing Search Here, that string remains in the Search For box. Otherwise, type a character string.

7. **You may cancel the Search Here command at any time.**

   Until you click the OK button, there is no change in the search region, even if you have moved up or down the file hierarchy.

Warning The search region is the folder shown as the directory name in the Search Here window, *not* the selected (highlighted) folder in the directory list below.

Searching other disks

You can also use Search Here to search other hard disks, double-sided disks, or single-sided disks. To do so, follow these steps.

1. **Choose Search Here on the Find File menu.**
2. **Click Drive or press the Tab key to change drives.**
3. **Click Eject to change disks.**

❖ *Note:* Find File works on double-sided disks just as it does on hard disks, but it does not recognize folders on single-sided disks.

4. **Follow the steps outlined above in "Searching specific folders" for specifying the search region and returning to the main Find File window.**

Opening documents

Though Find File does not directly open documents, it is designed to help you find and open a document if you're working in the application you used to create that document. Follow this procedure.

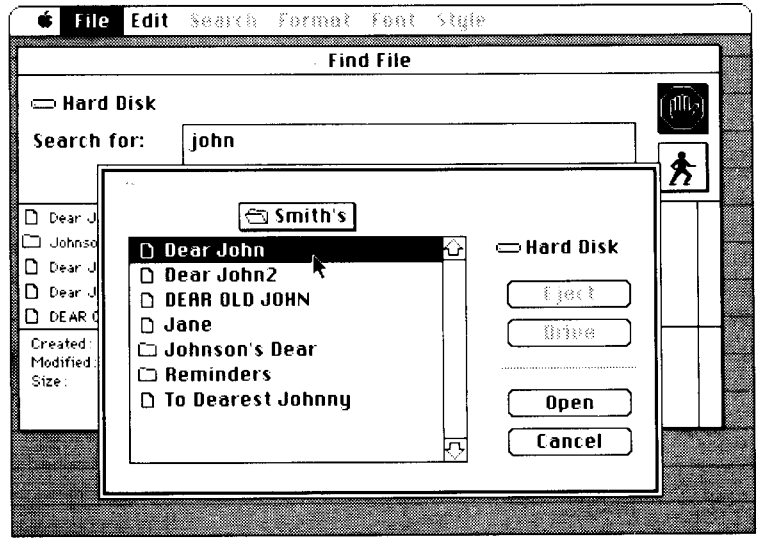
1. **Open the application.**
2. **Use Find File to find and select a document.**

   The document must be compatible with the application for this procedure to work.

3. **Return to the application.**
4. **Choose Open from the application file menu.**

   The name of the folder or disk containing the selected document appears as the directory name at the top of the dialog box.

Let's say the MacWrite document Dear John is nested in a folder named Smith's. If you find and select Dear John with Find File, Smith's automatically becomes the directory name when you choose Open from the MacWrite File menu.



Opening a MacWrite document with the help of Find File.

5. Select and open the correct document on the directory list.

With a few applications (such as MacPaint) you must close the Find File window before opening a document.

Quitting Find File

You can quit Find File by clicking the close box, by closing from the File Menu when the Find File window is active, or by entering or leaving an application. Quitting Find File halts any search in progress.

The next time you open Find File, the Search For box is blank, and the startup disk is shown as the search region. Remember, you don't have to quit Find File in order to use an application.

Chapter 2

Disk First Aid

Preparing a Disk First Aid disk

For Disk First Aid to work properly in all cases, you should prepare a disk ahead of time, with Disk First Aid set as the startup application.

❖ *Note:* If you do not prepare a Disk First Aid disk, the program may still work, but you cannot make repairs on the startup disk or on the disk you are using to run Disk First Aid.

1. **Copy your System Folder and Disk First Aid onto a disk that you plan to set aside as your Disk First Aid disk.**

   If you don't need your *Hard Disk 20SC Installation* disk as a startup disk, you can make it the Disk First Aid disk by carrying out the next step.

2. **Specify Disk First Aid as the startup application on that disk.**

   Select Disk First Aid (in the window representing the Disk First Aid disk) and choose Set Startup on the Special menu.

   If for some reason you need to undo the Set Startup command, select the Finder icon (in the System Folder) and choose Set Startup again.

3. **Store your Disk First Aid disk in a spot where you can find it in a disk emergency.**

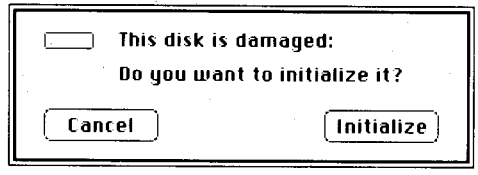
When to use Disk First Aid

Disk First Aid is a program designed to help you regain the use of any disk that uses the Macintosh hierarchical file system (a hard disk or double-sided 800K disk) without losing the information and programs stored there.

It requires two steps. First, it examines, or verifies, your disk. Second, it repairs damaged data structures. Data structures organize the various files and documents on the disk.

You know that you need to run Disk First Aid when you see the worrisome error message, `This Disk Is Damaged: Do You Want to Initialize It?` Less frequently, the message, `This Is Not a Macintosh Disk,` might appear. Such messages might be caused by a power interruption or by an application program that causes a system failure.

In addition, if most of your available disk space disappears following a power outage, you may wish to run Disk First Aid, even if you have no other problems with your disk.



This is when you need Disk First Aid

Unless you have a serious problem with your hard disk, you can easily initialize a problem disk. However, because initializing erases the disk, this means that you must reconstruct the entire contents of the disk from backup disks and other sources.

Reconstructing a disk can be simple if your problem is with a double-sided disk for which you have a backup. To reconstruct the contents and organization of a hard disk can be time-consuming, if not impossible. It makes sense to try Disk First Aid first.

❖ *Note:* If you cannot start up your Macintosh using the hard disk as the startup disk, the problem is likely with the System file, not the disk data structures. In such cases, you should use another startup disk and, if necessary, copy the System file onto the hard disk again.

Running Disk First Aid

1. **To run Disk First Aid, insert your Disk First Aid disk into your internal disk drive and restart your Macintosh.**

   If there is no disk in your internal drive, you can also insert the disk into an external drive.

   Your Macintosh automatically opens Disk First Aid and presents a dialog box.

   To use the menus, close the dialog box by clicking cancel. You can reopen the dialog box by choosing Open Volume from the File menu.

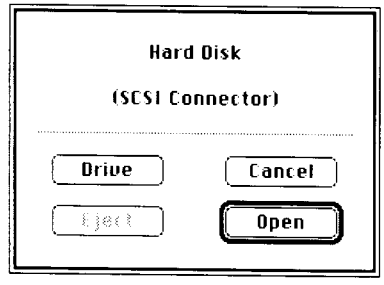
❖ *User's Tip:* You may wish to set Disk First Aid for automatic repair by choosing Repair Automatically. (You can turn off the option by choosing it again.)

2. **Open the disk volume you want to examine or repair.**

   You can move to a volume by clicking Drive (or pressing Tab) and, if your problem is with a double-sided disk, by inserting the damaged disk. (You can click to Eject a double-sided disk other than the Disk First Aid disk.) Continue until the proper volume appears in the dialog box, and then click Open (or press Return).

   If the volume you are opening is the startup disk, Disk First Aid tells you that it can examine but not repair or erase the disk. You can click cancel if you wish to open another volume.

❖ *Note:* Disk First Aid inspects and attempts to repair a double-sided disk even if you can't show it on the desktop.

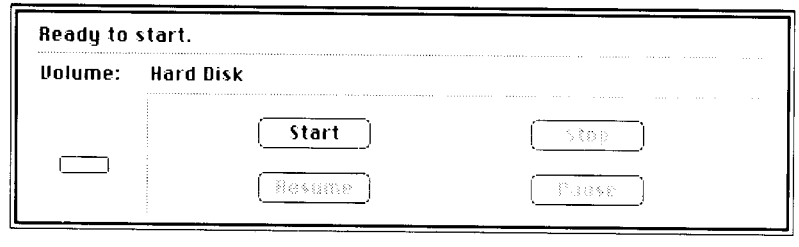


Opening the volume Hard Disk

3. To examine the open volume, click the Start button.

Once you have started, you can Stop or Pause the process. If you click Stop, Disk First Aid asks if you really wish to stop (by clicking OK) or continue (by clicking Cancel or pressing Return).

After you click the Pause button, you have the option of clicking Resume.



Examining the volume Hard Disk

Once the volume Hard Disk is examined, the screen displays one of these three messages:

- `Finished. No repair necessary.`
- `The disk Hard Disk needs to be repaired. Do you want me to do this?` This message does not appear if you have chosen `Repair Automatically` from the Options menu. In that case, Disk First Aid simply reports when it has completed the repair.
- `Unable to verify status of disk.`

4. **To repair a disk with minor damage (see the second message above), click Repair.**

   As a shortcut, you can press Return.

   Disk First Aid reports when the repair is completed.

   If Disk First Aid cannot completely repair your disk, it reports `Unable to Complete Repair.`

5. **If your disk is damaged beyond repair, reinitialize your disk.**

   You know that the disk is damaged beyond repair if a message appears reporting `Unable to Verify Status of Disk` or `Unable to Complete Repair.`

❖ *Note:* If you are running Disk First Aid for preventive maintenance—that is, *without* an error message described above in "When to Run Disk First Aid"—you might be able to save your files before erasing your disk. If the message `Unable to Verify Status of Disk` appears, quit Disk First Aid and try to make copies of any files that you want to save. Copy them back onto the disk after you initialize it.

Choose Erase Disk from the options menu. Click the Initialize button if you are initializing a hard disk. Click One-Sided or Two-Sided if you are initializing a flexible disk.

6. **Exit by choosing Quit from the File menu.**

   If you wish instead to examine another volume, choose Close and then Open Volume from the File menu.

Glossary

background: A program operates "in the background" if it continues to function automatically while another program runs in interaction with the user.

character string: Any sequence of letters, numbers, and punctuation marks.

choose: To pick a command by dragging through a menu. Usually you do this after you've **selected** something for the Macintosh to act on.

dialog box: A box that contains a message requesting more information from you.

directory: A pictorial, alphabetical, or chronological list of the contents of a folder or a disk. A directory is sometimes called a catalog.

disk space: The amount of space available on a disk for storing or processing a document or other application.

filename: The name that identifies a file. The maximum character length of a Macintosh filename is 31 characters for a document or folder, 27 for a disk. A name can't contain a colon (:), and it cannot begin with a period (.).

hierarchical file system: A way of using folders to organize documents, applications, and other folders on a disk to keep together and view related information. Folders (analagous to subdirectories in other systems) can be nested in other folders to create as many levels of hierarchy as you need.

initialize: To prepare a disk to receive information by organizing its surface into tracks and sectors.

search region: In Find File, the portion of a disk, defined by a folder or by the entire disk, as the part to be searched.

select: To specify where the next action will take place. To select, you click on an icon or a line.

startup disk: A disk with all the necessary program files—such as the Finder and System files contained in the System folder in Macintosh—to set the computer into operation.

System file: A file Macintosh computers use to start up and to provide system-wide information.